

Wenham Board of Selectmen  
Finance & Advisory Committee  
Recreation Building  
June 30, 2005 ~ 7:00 PM

APPROVED BY  
BOARD OF SELECTMEN  
AT THEIR MEETING OF  
*August 9, 2005*

Present: Tom Tanous, Chair; Don Pickard, Peter Hersee, Selectmen  
Also Present: Jeff Chelgren, Town Administrator; Finance Director Rick Viscay; Finance Committee Members Larry Swartz, Chair, David Bonnett, Deb Evans; Harry Weiman; and Catherine Tinsley, Secretary

Fire Chief Perkins  
Water Commissioner Bruce Blanchard

7:11 PM – Mr. Swartz opened the meeting and identified the agenda.  
He announced that Scott Spearing would not be seeking reappointment to the Finance Committee due to scheduling conflicts.  
Mr. Swartz identified that he was not aware of the encumbrances and therefore requested the meeting start immediately.

Mr. Viscay noted that this is the last year for the Municipal Relief Act. He explained that the Municipal Relief Act was passed to relieve the fiscal crisis for Towns.

Assessor Department – Request in the amount of \$1,500 for person property data collection related to the triennial certification.  
It was noted that State law requires the personal property data collection.

Mr. Weiman moved that the Finance Committee approve the encumbrance for the Assessors of \$1,500 for personal property. Mr. Bonnette seconded and the motion was approved by unanimous vote. Mr. Hersee moved that the BOS approve the Assessor's request for the encumbrance of \$1,500 for the personal property data collection. Mr. Pickard seconded and the motion was approved by unanimous vote.

Library – Request in the amount of \$3,300 to cover the estimated electric bill for June 2005.  
Mr. Viscay noted that if the bill comes in before July 15, 2005 then this would not be encumbered.  
Mr. Weiman moved to recommend the encumbrance of \$3,300 for the Library's June 2005 electric bill. Ms. Evans seconded and the motion was approved by unanimous vote.  
Mr. Pickard moved that the BOS approve the encumbrance of \$3,300 for the June electric bill at the Library. Mr. Hersee seconded and the motion was approved by unanimous vote.

Highway Department – Request in the amount of \$1,136.03 for the repair of the rear cylinder of the DPW garage lift.  
Mr. Bonnett moved to recommend the encumbrance of \$1,136.03 for the repair of the DPW garage lift. Mr. Weiman seconded and the motion was approved by unanimous vote.  
Mr. Hersee moved to approve the encumbrance of \$1,136.03 for the repair of the rear cylinder of the DPW garage lift. Mr. Pickard seconded and the motion was approved by unanimous vote.

Fire Department - Chief Perkins was present and identified that the pumper truck is being repaired which includes the repair of the deck gun. He identified that the deck gun on the pumper truck is not reliable. He went on to explain that he is not confident that the deck gun can be repaired. The Chief said that it appears that the manufacturer is covering the repair cost, but if they do not, then the Fire Department will need to encumber the repair expense. He noted that the warranty recently expired.

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When asked the cost of the repairs to the truck, the Chief responded that the cost of the major repairs to the engine are estimated to be between \$3,500-\$5,000 but he noted the cost for the repair is a part of the DPW vehicle repair budget. He also said that he expects that this repair will be invoiced by July 15, 2005.

Rich Viscay identified that there is currently \$3,284 in the vehicle repair budget.

It was the consensus of the BOS and Finance Committee not to approve this request.

Water Department – Transfer request in the amount of \$5,000.

Bruce Blanchard was present and explained that the 2004 Town Meeting approved the painting of the water tower located on Lord's Hill, but the town has since determined that it will be prudent to replace the tower with a maintenance free tank. Therefore, the Water Department is requesting the transfer from the interest expense budget to the contract service line for payment of the Westin and Sampson contract for a GIS program.

David Bonnett moved to recommend the transfer of \$5,000 for the Westin and Sampson contract from the interest expense budget to the contract services budget.

Deborah Evans seconded and the motion was approved by unanimous vote.

Mr. Pickard moved that the BOS approve a transfer in the amount of \$5,000 from the Water Department interest expense budget to the water contract service budget.

Mr. Hersee seconded and the motion was approved by unanimous vote.

#### Police Department

It was identified that the current balance in the Police salary account is \$10,826. Acting Chief Walsh identified that recently the payroll cost exceeded this amount due to overtime spent on the fatal accident last week and scheduled coverage for lengthy absences of two officers.

The request is to transfer \$4,500 from police expense to police salary account and \$1,842.90 from police capital account to police salary account. It was confirmed that this transfer would cover salary through the end of the fiscal year.

Mr. Hersee moved to approve the transfer of \$4,500 from Police Expense account to the Police Salary Account. Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Hersee moved to approve the transfer \$1,842.90 from police capital account to the police salary account. Mr. Pickard seconded and the motion was approved by unanimous vote.

The Finance Committee agreed that they needed more information to make this recommendation.

8:20 PM. The BOS agreed to go into executive session to provide them with information.

Mr. Pickard moved to enter into executive session for the purpose of discussing negotiated personnel matters and to return to open session. The Finance Committee and Finance Director were included in this discussion.

Mr. Hersee seconded and the motion was approved by roll call vote.

8:35 PM. Mr. Pickard moved to return to open session for the purpose of continuing the meeting. Mr. Hersee seconded and the motion was approved by unanimous vote.

Mr. Pickard reported that the estimated additional expense to the Police budget for the accident including \$2,000 investigation and matron coverage over the weekend for the suspect is estimated at \$1,000-\$1,500. The total cost to the budget related to the accident is expected to be between \$3,000-\$4,000.

Mr. Tanous noted that Chief MacKenzie did not budget for emergencies such as this.

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Ms. Evans moved to approve the transfer from the Police Expense account \$4,500 to the Police Salary Account. Mr. Weiman seconded and the motion was approved by unanimous vote.

Ms. Evans moved to approve the transfer of \$1,842.90 from the Police Capital account to Police Salary Account. Mr. Bonnette seconded and the motion was approved by unanimous vote.

Mr. Chelgren identified that the Parks Commission was recently dissolved at Town Meeting and that most of the Commission's responsibilities were taken over by the Joint Recreation Department. He went on to say that Joint Recreation has worked on a master plan with DPW Superintendent Dan Lynch. He identified that phase one is to resurface the tennis court at Pingree Park. The Town will incur 50% of the cost and the Joint Recreation Department the other 50%. The Town's share was identified as \$4,100.

Harry Weiman moved to recommend the transfer of \$700 from the General Insurance budget to the Park Expense Budget. Deb Evans seconded and the motion was approved by unanimous vote.

Mr. Hersee moved that the BOS approve the transfer of \$700 from the General Insurance budget to the Park Expense budget. Mr. Pickard seconded and the motion was approved by unanimous vote.

Legal Expense - Mr. Chelgren identified that this expense is for outside special counsel for legal representation to appeal the HDC's rejection of the Town's request and ongoing discussions related to costs associated with legal advisement in the case.

He went on to say that the appeal is currently in an inactive state.

Discussion followed regarding the HDC's hiring of legal counsel. Mr. Swartz confirmed that the BOS did not authorize the HDC's legal representation and therefore the legal fees will not be covered by the Town and voiced his concern regarding the issue of Town Counsel conversing with the HDC's counsel.

Mr. Chelgren went on to explain the position of the BC and the Town.

Mr. Chelgren suggested that John Darling and Paul Weaver come in and address this issue with the Finance Committee.

Mr. Pickard moved to approve the transfer of \$5,600 from Refuse Collection and Disposal expense to the Outside Counsel expense. Mr. Hersee seconded and the motion was approved by unanimous vote.

Discussion continued regarding the process of bringing this information forward in a timely manner. The Fin Com noted that they are being asked to approve expenses after the fact and identified their concern regarding this approach.

The BOS agreed to keep the Finance Commission updated on these expenses.

Mr. Tanous will bring this to the attention of John Darling and contact Larry Swartz.

Mr. Bonnett moved to recommend the transfer of \$5,600 from Refuse Collection and Disposal expense to Outside Counsel Expense.

The Fin Com questioned the deadline for this transfer and it was identified as midnight June 30, 2005.

Deb Evans seconded but noted that she will no longer support expenses that have not been brought forward.

The motion was approved by unanimous vote.

Fire On call wages

It was identified that previously a transfer was made to cover salaries through May 2005.

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The projected wages for June were identified as being \$12,138.00.

Chief Perkins identified that \$3,900 was spent on fire training and \$3,100 for Fire Expense. Mr. Viscay noted that the total transferable amount is \$11,305.00 which will leave a \$5,000-\$7,000 deficit that will be covered by a reserve fund transfer.

Chief Perkins was present and identified that training in May/June was kept to a minimum.

He told the BOS that the recent accident on Pleasant Street accounted for 10% of month's payroll and explained the details of those expenses.

Mr. Hersee moved that the BOS approve the transfer of \$3,900 from fire training to fire on call wages. Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Hersee move approve the transfer of \$3,100 from fire expense to fire on call wages. Mr. Pickard seconded and the motion was approved by unanimous vote.

The Selectmen and Finance Committee separated to continue their meeting agendas.

The Selectmen reviewed a draft timeline for a Special Town Meeting if action is needed. The Selectmen discussed if a Special Town Meeting is held whether or not it will be open to additional town business.

The Selectmen agreed it would be financially beneficial to consolidate the business to one meeting and therefore the meeting will be open to submissions.

Mr. Chelgren identified that the Health Department has grant money to purchase blankets in the amount of \$173.91.

Mr. Pickard moved to approve the purchase of blankets with the grant money. Mr. Hersee seconded and the motion was approved by unanimous vote.

Mr. Chelgren identified that the cable studio is moving on July 1, 2005 from the Tozier Rd. location in Beverly to the old library building on Bay Rd. in Hamilton.

He noted that Hamilton has reviewed and approved the five-month agreement, which is an inter-municipal agreement.

Mr. Tanous noted that Hamilton has more potential to expand and suggested that the agreement be reviewed every 3 years for the number of subscribers.

The BOS authorized the Town Administrator to sign an agreement with Bill Melville to provide cable service for the towns.

#### ECO – Capital Costs

The BOS will discuss this in executive session with Ken Walsh and then hold a meeting with the Hamilton Selectmen.

A draft contract for Chief Walsh as Acting Chief was provided for the BOS for review. The BOS briefly discussed the contract.

The BOS briefly discussed personnel policies related to employees using time off. Mr. Chelgren will review the handbook.

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9:35 PM. Mr. Pickard moved to adjourn and the vote was unanimous.